

ANNEX A

PACKET INSTRUCTIONS

Place DD Form 2923 "Privacy Act Data Cover Sheet" as the first page in front of Table of Contents.

The table of contents should be utilized as a checklist for required documents and information (Annex B).

Packet Assembly: To promote consistency in packet review it is imperative that the packets are prepared and assembled in the appropriate manner as outlined below. Packets must be submitted by 2 December 2016. NO EXCEPTIONS.

All information on Admin Sheet **MUST** be filled out completely. This includes MILPO information. If the Soldier is deployed include a copy of deployment orders, behind the Administrative Information Sheet (Annex C).

Each nomination packet will be assembled in the order outlined in the table of contents into a portable document format (.pdf) file and e-mailed to the POCs in the PPOM.

The packets must not contain photographs or decorations - only the coversheet (see example) centered top to bottom and left to right in the middle of the page on plain white bond paper. Do not put full SSN on the cover sheet.

Documents to be e-mailed in one .pdf file are listed in the table of contents and are Tabs 2, 3, 6, and 9-16. Tabs 1, 4, 5, 7, and 8 are maintained in various Army HR systems and are to be updated by the suspense date; these documents will NOT be included in the e-mail submission.

Center the Title Page Top to Bottom and Left to Right. In Times New Roman 24 font, the first line will be the officer's last name, first name, and middle initial. In Times New Roman 24 font, the second line will be the officer's rank and **last four of the SSN** in parentheses. **Do not** put the full SSN of the Soldier on the coversheet. In Times New Roman 24 font, the third line will list the complete unit of assignment. In Times New Roman 24 font, the fourth line will list the officer's unabbreviated State followed by ARNG.

All information in nomination packet needs to be for the **current** nomination year (APFT, HT/WT, current OER, and Weapons Qualification).

All Memorandums need to follow AR 25-50; if signing for TAG, must have an Authority Line.

APFT **must state** "For Record" and be completely filled out to include HT/WT GO/NO GO. The APFT must be signed. You do not need to submit more than the current APFT unless they are all on one scorecard. The only exception for the APFT will be a combat deployment, the unit commander must sign a memorandum stating the reason

why the APFT was not performed was due to deployment and provide the most recent APFT score prior to the deployment. No other exceptions will be accepted. T32 AGRs will have an APFT within 6 months; traditional Soldiers will have an APFT within 12 months.

HT/WT Memorandum needs to be signed by the Unit Commander. HT/WT statement must say: The Soldier's current height/weight was taken on [date] and is XX"/XXX lbs. Must be dated on or after the current year APFT submitted.

If Soldier is deployed or other factors (government shutdown) prevent a current fiscal year weapons qualification, the unit commander must sign a memorandum stating the reason and the soldier's last official weapons qualification.

All OERs must be profiled in iPERMS; should include the current OER.

All Military and Civilian Transcripts must be in iPERMS.

Narrative statements should address the Selection Criteria (section 11) guidelines established in the ALARACT. Be in paragraph format, no longer than 2 pages and pertain to the current year only.

Packets submitted for consideration WILL NOT be returned.

Packets received after the deadline OR packets not in compliance with the above format WILL NOT be submitted to the ARNG Board for consideration.

**TROOPER, HIGHSPEED X.
CPT, (X-XXX)
888TH ENGINEER COMPANY
UNABBREVIATED STATE, ARNG
(EXAMPLE COVERSHEET)**